

Policies, Rules, & Regulations of Bellecrest Estates

Revised May 20, 2018

The following policies, rules & regulations have been adopted by a majority of the Board of Directors as provided in Article 19 of the Protective Covenants, Conditions and Restrictions.

1 Construction Procedure

A. Purpose - The purpose of this procedure is to assist the member in obtaining the approval of the Board of Directors to proceed with construction of, external remodeling, extension or addition to, a single family home or outbuildings pertaining to the home, in Bellecrest Estates.

B. Responsibility - It is the responsibility of the Member to thoroughly read and understand Bellecrest Estates Requirements for Construction as specified in the Governing Documents of the Association (Articles of Incorporation, Protective Covenants, By-Laws, and Policies, Rules and Regulations). The Member is responsible for certifying in writing to the Board of Directors that the plan of the Member meets all requirements of the Governing Documents. The Member is responsible for providing the required documentation (described in section C below) to the Board for its review. Within 30 days of receipt, it is the responsibility of the Board to review the Member's letter, documentation submitted, and send written notice to the owner stating either that it does so comply or that it does not so comply, setting forth the reasons for noncompliance. Following receipt of a notice of noncompliance, the owner may submit revised construction plans and/or documents and the Board shall follow the procedures set forth in the following paragraphs. It is the responsibility of the member to ensure no heavy equipment is moved onto site or excavation & construction work commences prior to receiving written approval to proceed from the Board.

C. Required Documentation -

- a) A copy of the approved Clallam County building permit,
- b) A copy of the approved plans covering the following:
 - Site plan (showing location of all improvements to be constructed),
 - Elevation plan (showing all height dimensions of all improvements to be constructed); and
- c) Such other information as may be necessary to enable the Board to determine whether the proposed construction complies with Bellecrest Estates Governing Documents.

D. Construction Deposit - **Prior to any heavy equipment entering the Member's construction site, a Construction Deposit of \$1,000 should be deposited with the Bellecrest Estates Treasurer.** This deposit will remain in the Association funds until construction is completed. At that time, if no damage to the roadways or other common areas has occurred, the deposit shall be refunded. Such deposit shall bear no

interest, and is intended to help defray potential damage due to construction practices and is refundable in full if no cleanup or road repair by Bellecrest Estates is necessary. Upon completion the owner should contact the Board of Directors for an inspection of the area to determine whether the deposit may be returned in full or if all or a portion of the deposit must be retained to defray clean up and/or repair costs incurred or to be incurred by Bellecrest Estates.

E. Roads - Dirt, mud, gravel and rocks tracked onto the road (by vehicles used by the contractor, or owner, or their material suppliers) in quantities that constitute a hazard to traffic or contribute to wear and tear of the pavement must be cleaned up by the end of the working day. Smaller deposits, which do not constitute a hazard and do not obscure the pavement, should be cleaned up at least once a week. The edges of the roadway pavement where vehicles enter and exit the construction site must be protected from breakage. This can be accomplished by placing gravel or the permanent driveway material higher than the pavement edge. If the pavement edge is broken it is the owner/contractor's responsibility to repair the damage in a workman like manner and to prevent any additional breakdowns.

F. Trenches - If a trench is cut across a road for utility service, it must be filled with mechanically compacted material (in 8 inch lifts to 95% proctor) and closed in the same way. Paving should be finished in not more than two (2) days.

G. Site Management -

- a) Construction site activity should not start prior to 7:00 AM. Construction site activity should end prior to 8:00 PM. Any lighting used after sunset must meet lighting restrictions as specified in the BEHA policies, rules and regulations #7; and
- b) Owners and their contractors are asked to minimize disruption of the neighborhood due to dirt, dust, bright lights, and excessive noise. Contractors should instruct their crews and sub-contractors that the playing of loud music, and/or other noise not associated with construction activity are prohibited.

The key to enforcement and compliance with these requirements is reasonableness. It is the hope of the Board of Directors that all construction deposits will be refunded in full.

2. Weed Spraying

Bellecrest Estates normally sprays weeds and vegetation growing along the edge of the asphalt roads in order to prevent breakup of the asphalt. Owners who do not want weeds and vegetation to be sprayed on the edge of the asphalt abutting their property will be responsible for keeping said area free of weeds and vegetation.

3. **Mowing** (revised 5/20/18)

In accordance with Paragraph 15 of the Association's Protective Covenants, Conditions and Restrictions, to avoid fire hazard, for noxious weed abatement, to prevent weeds invading the paved road surface and to maintain traffic sight lines, the following rules shall apply:

A. All owners of either developed and undeveloped lots or parcels must arrange to:

- a) Have their property mown at least once during the period between June 15th and July 15th. Mowing shall include the mowing of the owners' property up to the paved road surface. Where the owners' property includes both sides of the paved road surface, both sides of the roadway are to be mown. This particularly applies to the following parcel/lots: 8/1A, 11/3, 15/2, 16/2, 17/2, 18, 19, 20/2 and 21.
- b) The Board, and/or the Road Committee may notify a property owner if conditions of his or her particular lot require either earlier or additional mowing.

B. The Association shall be responsible through the Road Committee for maintaining the entry roadside vegetation height (west side of Carriage Drive beginning at Doe Run Road and extending south to the existing guard rail and both sides of Stampede Drive south of the Association limits, to the intersection of Morgan Drive) in a reasonable and prudent manner.

C. In order to maintain proper access for emergency vehicles, all owners of either developed or undeveloped lots shall maintain the vegetation on their property so that no such vegetation intrudes over the gravel/shoulder of the road.

D. Sight clearance at intersections and inside road curves must be maintained for safety and visibility. The Road Committee will be the safety advisor in making recommendations to the Board.

E. The Board and/or the Road Committee may notify a property owner by first class mail and/or email to the address registered with the Association should grass and/or vegetation need to be mowed or removed to comply with this policy. In the event an owner fails to remove vegetation or mow as provided in this policy on his or her property within twenty (20) days of mailing of a notice to do so, the Board will arrange to have the work carried out and will charge the owner with all costs plus an additional Twenty-Five Dollar (\$25) service fee.

4. **Access Roads to Bellecrest Estates.**

The Association recommends Members and Guests use Stampede Drive to Happy Valley Road or Doe Run Road to Happy Valley Road for entrance to or exit from Bellecrest Estates. An agreement with Happy Valley Estates allows Bellecrest Estates Members and Guests to use the lower portion of Stampede Drive owned by Happy

Valley Estates via a recorded joint road maintenance agreement. Under this agreement Bellecrest pays \$75 per year per lot into a joint road maintenance fund to be used for upkeep on this lower portion of Stampede Drive. Several years ago, Bellecrest Estates purchased the right to use Doe Run Road (owned by Highland Hills) for access to Happy Valley Road. Under this agreement Bellecrest Estates does not pay for any maintenance of Doe Run Road. All other roads on the “Hill” outside of Bellecrest Estates are private roads for which Bellecrest Estates has neither maintenance responsibility nor any agreements to use those roads for exit from or entrance to our property. The roads within Bellecrest Estates are private roads, which are noted on the signs at both entrances to Bellecrest Estates, and are maintained solely by the Association.

5. Signs (revised 11/28/11)

Signs that meet the following criteria are permitted in Bellecrest Estates and have been pre-approved by the Board:

- a) Signs shall be no larger than 6 square feet,
- b) Signs must be 15 feet from the road easement, and
- c) Elections signs: No signs shall be displayed more than three (3) weeks prior to the election and must be removed five (5) days following the election.

6. Dogs and other pets

Owners must keep dogs and other pets on a leash, or restrained, such as in a vehicle when off the owners' property. Owners must clean up animal waste occurring off the owners' property. All members are requested to help enforce these policies.

7. Lighting

No outdoor mercury-vapor, sodium or other similar high intensity lights are permitted, either as stand-alone yard lights or lights attached to the house or related structure.

8. Motorized Vehicle and Trailer Parking on Association Roadways (revised 05/17/15)

- A. Purpose – The dual purpose of this policy is to preserve access for emergency vehicles and to support Article 1 – Purpose of the Protective Covenants, Conditions and Restrictions of Bellecrest Estates. It naturally follows that all parking on roadways should be necessary and of short duration.
- B. Parking on Roadways – For all Association roadways, defined as Association-paved streets including cul-de-sacs, stub roads, and dead-end roads, regardless if the specific portion of finished roadway lies entirely or partially on an owner's property, the following policy is in effect:
 - a) No motorized vehicle (hereafter "vehicle") or trailer shall be parked on roadways, unless there is a person in attendance who can move the vehicle and/or trailer so that the roadway is completely clear for motorized traffic;
 - b) No camper shall be parked on roadways;
 - c) Temporary parking of vehicles and/or trailers must be done to minimize intrusion onto the roadway; and
 - d) No vehicle or trailer associated with business, including but not limited to landscaping and construction service vehicles and/or trailers, shall be parked on roadways after dusk or before dawn.

CLARIFICATION & DOCUMENT ACCESS

Any lot or parcel owner desiring clarification of any policy, rule, covenant, restriction, etc. contained in the Association's governing documents (Articles of Incorporation; Protective Covenants, Conditions, and Restrictions; Bylaws; or Policies, Rules, & Regulations) may request said clarification from the Board either orally or in writing. In addition, any owner who wishes to review any contract, document, or file should contact the current President who maintains Association files. All members have a right to access these files.

Revised and corrected 5/30/15

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